

Family Health Services

Administrative Tasks Duty List

Duty	Primary Responsible Staff	Back-up Responsible Staff
Accounts payable (invoices)	Raquel San Miguel x3236	Jing Lang x2140
Atrium room booking	Veronica Pineda x2355	Racquel Siat X2017
Badges (County badges)	Laurie Washer x80222	Jim Miller X2465
Badges (Alameda/Hines)	Laurie Washer x80222	Jim Miller X2465
Break room supplies	Veronica Pineda x2355	Racquel Siat x2017
Catering ordering	Veronica Pineda x2355	Racquel Siat x2017
Contact lists	Racquel Siat x2017	Veronica Pineda x2355
Contracts	Jim Miller x2465	Donna Spillane x3933
Copy machine maintenance	Racquel Siat x2017	Veronica Pineda x2355
Conference Room Management at Alameda	Veronica Pineda x2355	Racquel Siat x2017
Shredding and records management	Veronica Pineda x2355	Racquel Siat x2017
County cars	Self-serve; for problems Racquel Siat x2017	Veronica Pineda x2355
Ergonomics	Jim Miller x2465	Laurie Washer X806222
Facilities	Jim Miller x2465	Donna Spillane x3933
HIPAA Violations/HIPAA Officer	Jim Miller x2465	Donna Spillane x3933
IT Support (General & Avatar)	Open a ticket : SMC Intranet/Online Applications/ISD Help Desk: Self Service Request Form or x3400	
Internet/Intranet Updates	Bob Sawyer Bobsawyer20@gmail.com	Amy Brooks X3473
Learning Management System (LMS)	Laurie Washer X80222	Rochelle Garcia x 2767

Family Health Services

Administrative Tasks Duty List

Mail distribution	Veronica Pineda x2355	Racquel Siat x2017 Isabelle Escalon x2936
Payroll	Raquel San Miguel x3236	Laurie Washer x806222
Personnel	Laurie Washer X806222	H Hara X3489
Petty cash	Patricia Liberona x2067	Veronica Pineda x2355
Printing (business cards, pamphlets, etc)	Racquel Siat x2017	Veronica Pineda x2355
Supply ordering at Alameda	Veronica Pineda x2355	Racquel Siat x2017
Travel booking	Patricia Liberona x2067	Lori Cancilla X7850
Unusual occurrence tracking	Laurie Washer X806222	Donna Spillane X3933
Language Assistance Coordinator	Laurie Washer X806222	Jim Miller x2465
NPI Coordinator	Laurie Washer X806222	Racquel Siat X2017

For other Administrative questions please contact Donna Spillane x3933 or Laurie Washer x806222